



GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES – Revenue (Registration and Stamps) Department – Transfer policy for effecting transfers of Sub Registrars and other Junior Staff in Registration and Stamps Department – Categorization of Sub Registrar Offices – Modified Weightage System and Guidelines – Orders – Issued.

REVENUE (REGN-I) DEPARTMENT

G.O.Ms.No. 236

Dated: 23.05.2013

Read:

G.O.Ms.No.143, Finance (W&M) Department, Dated: 21-06-2007.

** *** **

ORDER:

In the reference read above, orders were issued exempting the revenue earning departments i.e. Commercial Taxes Department, Prohibition & Excise Department and Registration & Stamps Department from the ban on general transfers of the Government employees. Further, these departments were authorised to exercise the powers to effect the transfers of Government employees in these departments on completion of two years strictly based on the performance duly following the guidelines for transfers.

2. Government have reviewed the transfer guidelines issued in the reference read above in respect of Registration and Stamps Department and hereby issue modified guidelines as annexed to this order for effecting transfers of Sub Registrars and other junior staff of Registration and Stamps Department.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

VINOD K. AGRAWAL
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner and Inspector General of

Registration & Stamps, Andhra Pradesh, Hyderabad.

The Pay & Accounts Officer, Hyderabad.

The Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad.

The Accountant General, Andhra Pradesh, Hyderabad.

Copy to: All District Treasury Officers.

All Sub-Treasury Officers (Through D.T.Os)

S.Fs/S.Cs

// FORWARDED :: BY ORDER //

SECTION OFFICER

ANNEXURE – I

(G.O.Ms.No. 236 Revenue (Regn-I) Department, dated: 23.05.2013)

GUIDELINES FOR EFFECTING TRANSFERES OF SUB-REGISTRARS

1. Transfers shall be effected during May / June of every year or at a time specified by Government with 30th April of every year as cut-off date and the persons who have completed two years and above in a station as on the cut-off date (one year if no disciplinary cases are pending against them, for the persons who are working in Internal Audit, Chit Fund, District Registrar Offices (AB), Deputy Inspector General Office and Office of Commissioner and Inspector General) shall only be considered for transfer. No transfer shall be effected by the transferring authority before completion of term, as above.
2. All the Sub Registrar Offices are categorized into 3 categories i.e. A, B & C as per the Annexure – II enclosed to this order. The movement in categories is as follows:

I)	A	→	C	→	B
II)	B	→	A	→	C
III)	C	→	B	→	A
3. After identifying the employees to be transferred in accordance with the Para-1 above, they will be awarded marks in accordance with the performance appraisal system during the period of tenure as shown in the Appendix.
4. All the employees who are eligible for transfer will be listed out as below:-
 - A. **List-I** – employees who have worked for 4 years or more in B & C category offices in the last 8 years but never worked in A- Category offices.
 - B. **List-II** – employees who have worked for 4 or more years of service in B & C category offices in the last 8 years. (**Other than List-I**)
 - C. **List-III**- employees **other than List-I & II** eligible for transfer.
 - D. All these 3 lists will be prepared in order of marks secured, the highest scorer being on the top. These lists will be prepared separately for each unit of transfer.
5. Simultaneously, the lists of posts available for transfer should also be prepared duly categorizing them into A, B & C. While preparing these lists, all the existing vacant posts and the posts held by officers in 3 lists will be included. If total number of posts in all the categories put together available for transfer is more than the number of persons available in all the 3 lists, the transferring authority will pre-decide the posts to be kept vacant and take them out from the list of posts available. In other words, the total posts available for transfer will be equivalent to total persons available for transfer.
6. The norms for transfer
 - (1) Officers of List-I will be first considered for posting to A-Category offices.
 - (2) After exhausting List-I, officers from List-II will be considered for posting to A-Category offices.
 - (3) If the A-category posts are exhausted in the middle of a list, the balance officers will be considered for B-Category offices.
 - (4) Officers in the List-III will be considered for posting in B & C category offices only after exhausting List-I & II.
 - (5) In no circumstances any officer who has been working continuously for two years immediately before the cut -off date in A-Category office or offices, will be posted to another A-Category office.
 - (6) If any employees opt for a lower category office than what is entitled, his option will be considered subject to other conditions.
7. The transfers shall be effected through counseling and shall be taken up and completed in the month of May / June every year or at a time specified by the Government through the committees consisting of:
 - 1) **For transfer of Sub Registrars / Superintendents and Senior Assistants:**
 - a) The nodal Deputy Inspector General (R&S) of the Zone is the Chairman and
 - b) Other Deputy Inspectors General are members.
 - 2) **For transfer of Junior Assistants / Attenders / Shroffs:**
 - a) The concerned Nodal District Registrar is the Chairman and
 - b) District Registrars of the District are members.

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8. The counseling shall be conducted in the zonal headquarters in case of Sub-Registrars / Superintendents / Senior Assistants and in district headquarters in respect of others, in the presence of employees effected by transfer. The marks obtained by each of the employees should be intimated to them in advance. They should have opportunity to point out any discrepancy in marks given. The counseling process should be completed in a single day in Zone-I and V and within two consecutive days in the remaining Zones.
9. If any employee does not attend for the counseling, the Committee will decide to give posting as per his eligibility.
10. No employee shall be transferred to the same station from where he is transferred except Superintendents in Deputy Inspectors General (R&S) & Commissioner and Inspector General (R&S) Offices.
11. The employees with clean and proven track record shall only be posted in Deputy Inspectors General (R&S) and Commissioner and Inspector General (R&S) Offices. While deploying the superintendents in Deputy Inspectors General (R&S) and Commissioner and Inspector General (R&S) Offices senior Grade-I & II Sub-Registrars must be posted.
12. The cases of husband/wife, widow, and unmarried women shall be given first option prior to counseling, if such option is for a 'C' category office. Otherwise they have to participate in the counseling as per above norms.
13. Self / Spouse suffering from serious diseases shall be posted as per the G.Os in 'C' category offices only.
14. The employees who are facing disciplinary proceedings initiated consequent on trap or surprise check by ACB have to be posted in 'C' category offices till finalization of disciplinary case. If there is no vacancy in the 'C' category office, orders shall be obtained from C&IG R&S for posting in 'B' category office.
15. The request of employees who are retiring in the next 12 months shall be considered for retention, as per the G.Os in force, in the same station but not in the same office provided that he/she is performing their duties satisfactorily. For example if an employee is working in Hyderabad, he/she has to be posted to some other Office, in Hyderabad but to a different category of office as per the norms applicable to other employees
16. The transfers of all the office bearers of service associations shall be considered as per Govt. Memos and G.Os in force. For example, office bearers working in Sub-Registrar Offices in Hyderabad / Vijayawada / Visakhapatnam will be transferred to some other office in the same station by posting them to a different category of office as per the norms applicable to other employees. If the office bearers cannot be accommodated in the same station they can be accommodated in the same district. If they are to be accommodated in the same district they may be treated in the same way as per the norms applicable to other employees. The point to be kept in view is that an office bearer of a recognized association has to be shifted from his office after two years and he should be transferred to a different category of office as per norms.
17. The post of Joint Sub-Registrar-I shall be filled in by the Sub-Registrar Grade-I only.
18. The employees who proceed on leave without joining and immediately after joining in the stations where they are posted, on return from leave should be posted to 'C' category offices, if the original station is not vacant.
19. In case any individual brings recommendations or pressures from any agency in writing or over phone for transfer, he/she shall be awarded 25 negative marks of the marks secured as per the Performance Appraisal system and also action shall be initiated, as per CCA Rules.
20. Transfer orders will be issued after approval of the Commissioner and Inspector General (R&S) in case of Sub Registrars.

VINOD K. AGRAWAL
PRINCIPAL SECRETARY TO GOVERNMENT